



# Office of the City Clerk

## Weekly Report – for Week Ending September 19, 2014

### OFFICE OF THE CITY CLERK – PROJECTS and STATUS

#### City Primary/General 2015 Elections:

The first application period for new hires closes this Friday and a second application period will begin on October 1, 2014.

Staff met with the LA Votes Committee Outreach Ad Hoc group to present drafts of the Get-Out-The-Vote (GOTV) Poster to be used for the 2015 "L.A. City Votes!" Voter Outreach and Education Campaign. The collateral material for the campaign will be completed by November 2014.

Staff launched the City Employee Poll Worker (CEP) Program this week with a Department Coordinators' meeting. The coordinators will be responsible for assisting the Division in recruiting potential CEPs.

**In-House Elections** - Staff began ballot printing preparations for an In-House Election requested by the Employee Relations Board for the Exclusive Representation of employees in the Municipal Police Officers Unit. The election has been scheduled for October 8, 2014.

**City Elections** - Staff hosted an international delegation from Afghanistan. The purpose of their trip was to find out more about municipal elections, in particular, candidate filing.

**City Elections** - Staff attended the Neighborhood Council Congress and participated in workshops.

#### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	8
Number of Notices/Publications	25
Number of Contracts Attested	82
Number of Council Files Created	48
Number of Claims Received	116
Number of Referrals	36
Number of Council Meetings	5
Number of Committee Meetings	8

**Novus/Electronic Submissions** - Council and Public Services has developed a pilot group to test the workflow definition for electronic submittals from departments. The CAO, CLA continue to submit documents. The City Clerk Neighborhood and Business Improvement Districts division and Mayor's Office have now joined the pilot and are submitting items.

**Publication Reimbursement** - Staff met with the Planning Department on September 12 and discussed California Environmental Quality Act (environmental) publication costs for last Fiscal Year and will be working with the Clerk's Administrative Services Division to streamline this process on a go-forward basis.

**Council Voting System** - The current system is approximately twenty-years-old and is being considered as a candidate for being replaced to take advantage of newer voting technology. Staff is finalizing the gap analysis for management. Staff will also be partnering with Information Technology Agency for further consideration and analysis.

### TOP ITEMS

- **City Employee Poll Worker Program (CEP) launched**
- **Hosted Afghanistan Delegation and provided tour at the Elections Center**
- **Pilot for Electronic Submittal of Reports to City Clerk continues**



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**Closed Captioning for Committee Meetings** - Currently, closed captioning is only available for City Council meetings and not for Council Committee meetings. Staff is looking at the City's web streaming vendor, Granicus, as a possible provider of the service.

**Microfilm Conversion** - 10 reels of Council meeting minutes were converted this week from microfilm to a digital format. That brings our totals to 83 reels converted this fiscal year and 296 reels total, which represent 39% of this year's project and 35% of the total four year project respectively. The City Council minutes are now available on line back to June of 1942.

**City Records Offsite Storage Contract** - Evaluation continues of the five responses received to our RFP for a commercial records storage provider.

## **Neighborhood and Business Improvement Districts:**

City Council adopted the Ordinance of Establishment for the Wilmington merchant-based Business Improvement District.

Staff attended a meeting with Councilmember Felipe Fuentes relative to the motion regarding a report due in December of BID best practices for the cities of Los Angeles, San Francisco, Oakland, San Diego, Chicago, Pittsburgh and New York City.

Staff met with the consultant relative to the review of the fifth draft of the Sherman Oaks Business Improvement District's Management District Plan and Engineer's reports for review.

**Fiscal** - Staff processed various Trust Fund contract payments, commenced work on the FY13/14 Annual Trust Fund Report, and completed the annual Internal Cash Control Audit Program (ICCP) report for the Office of the Controller.

**AB1290/Council** - Staff received five (5) AB 1290 allocation requests, has four (4) payments and ten (10) contracts in process, closed out two (2) contracts and is working on six (6) close outs of expired contracts.

**General City Purposes** - Staff received 25 GCP allocation requests, processed 10 invoices for payment, and drafted 3 new contracts, one of which is to the L.A. Chamber of Commerce for the commission of 3 economic studies related to proposed Hotel Living Wage increases for hotels with more than 120 rooms.

**Personnel** - Staff worked with the Controller and several Elected Offices to approve CPRA requested salary information; continued work on reasonable accommodation requests and a Workers Compensation claim.

## **ISSUES**

None to report.

## **UPCOMING . . .**

**Claims Against the City** - Staff to report to the City Attorney's Risk Management Advisory Committee regarding electronic Claims process on September 23.